

CHAPTER - II

APPLICATION OF THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY ACT, 2015 AND THE FIRST STATUTES 2020

The provisions contained in the application of the APJ Abdul Kalam Technological University Act, 2015 and the APJ Abdul Kalam Technological University First Statutes, 2020 relating to University Union and College Union shall govern the functioning of the University Union and College Unions.

CHAPTER - III

RULES & REGULATIONS FOR THE CONDUCT OF ELECTIONS TO THE COLLEGE UNION

1. **College Union** - There shall be a College Union by name as provided in Chapter 4 Statute 6 of the First Statutes of the APJ Abdul Kalam Technological University 2020, in Colleges, Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and for all teaching departments of the University together. For the purpose of these Rules and Regulations Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and all teaching departments of the University together shall be deemed to be termed as Colleges.
2. **Aims and Objects of the College Union** - The aims and objects of the College Union shall be;-
 - (a) To create an atmosphere of learning in the college through camaraderie, sharing, scaffolding, and imbibing the spirit of democratic values, ethics and morals.
 - (b) To promote friendship and bonding among students as human beings across gender, caste, race, religion, language, descent, place etc.
 - (c) To train students in upholding the law of the land in letter and spirit in tune with the principles and essence of justice enshrined in the Constitution of India.



- (d) To inculcate in students the requirement to respect and follow the sage advice of parents, teachers, elders and such others in their journey across life.
 - (e) To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students.
 - (f) To organise debates, seminars, work squads, touring parties and such other functions; and
 - (g) To encourage sports, arts and other cultural, educational, social or recreational activities that are incidental and conducive to the above objects
3. **Membership** - All students enrolled in the college and having live registration in the students portal of the University shall be members of the College Union. They shall have the right to vote for and contest in the various positions of the College Union Executive Committee subject to the limitations prescribed in these Rules and Regulations.
4. **Tenure** - The tenure of College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 7 of the First Statutes of the University.
5. **Positions in the College Union Executive Committee-** The various positions in the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 1 of the First Statutes of the University.
6. **Positions in the College Union Executive Committee to which Elections are conducted** -
- (1) Chairperson
 - (2) Vice Chairperson
 - (3) General Secretary
 - (4) Magazine Editor
 - (5) Arts Club Secretary
 - (6) Councilor/s to the election field of University Union General Council (one Councilor if the total strength of the



students on the rolls of the college is upto 750 and two Councilors if the total strength of the students on the rolls of the college is exceeds 750)

(7) One student representing each degree course of study.

(8) One student representing each post graduate degree course of study.

(9) Two girl students representing all the girl students in the college (if girl students are enrolled in the college).

Positions in the College Union to which elections are not conducted:-

(1) One girl student belonging to Scheduled caste/Scheduled Tribe nominated by the College Union Executive Committee if in the absence of an elected girl student belonging to Scheduled caste/Scheduled Tribe.

(2) Patron cum Treasurer (as prescribed in the Statutes)

(3) Staff Advisor (as prescribed in the Statutes)

(4) One Student who is the Sports Secretary nominated by the College Union Executive Committee.

7. Official Office Bearers of the College Union and their powers, duties and functions - Official Office Bearers of the College Union and their powers, duties and functions shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3 of the First Statutes of the University.

8. Meetings of the College Union Executive Committee - Meetings of the College Union Executive Committee shall be as prescribed in Chapter 4 Statute 6 Sub Statute 2 of the First Statutes of the University.

9. Powers, Duties and Functions of the Official Office Bearers of the College Union - Powers, Duties and Functions of the Official Office



Bearers of the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3 of the First Statutes of the University.

10. Powers, Duties and Functions of the members of the College Union other than Official Office Bearers - Powers, Duties and Functions of the members of the College Union other than Official Office Bearers shall be as prescribed in Chapter 4 Statute 6 Sub Statute 4 of the First Statutes of the University.

11. Powers, Duties and Functions of the College Union - Powers, Duties and Functions of the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 5 of the First Statutes of the University.

12. Funds - The College Union shall institute a fund called 'College Union Fund'. It shall collect the prescribed fees fixed by the College Council from time to time from the students on the rolls of the college each year towards Union activities as directed by the University from time to time. The fees collected from the students shall be deposited in any public sector bank decided by the College Council. The expenditure of money from the College Union Fund, maintenance of its income and expenditure shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3(8) of the First Statutes of the University. The audit of accounts of the College Union Fund shall be done by an auditor appointed by the Principal.

ELECTIONS TO POSITIONS IN THE COLLEGE UNION TO WHICH ELECTIONS ARE CONDUCTED

13. Conduct of Elections - Elections shall be conducted to the various positions in the College Union Executive Committee as per the applicable conditions provided in these Rules and Regulations.

14. Appointment of Returning Officer - The Returning Officer for the conduct of elections to the College Union shall be a senior faculty of the College. The Returning Officer may appoint the required number of staff to assist him in the conduct of elections. It shall be the responsibility of the Returning Officer to ensure a peaceful atmosphere in the College during



the election days. The name of the Principal or the faculty appointed by the Principal to act as the Returning Officer shall be intimated to the University.

15. Electoral Rolls - The Returning Officer shall maintain an electoral roll of students in the College eligible to take part the elections for the purpose of electing candidates contesting to positions in the College Union to which elections are conducted showing their names serially numbered with details of their Semester, Course etc. Copies of the electoral rolls shall be made available to the students who request for the same free of cost from the office of the Returning Officer. For the purpose of these Rules and Regulations Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and for all teaching departments of the University together shall be deemed to be Colleges and every student included in the electoral roll shall be referred to as an 'elector'.

16. Eligibility to take part in Elections - (i) The names of all the students who are on the KTU portal of the College as on the date of publication of the election notification shall be included in the electoral rolls and shall be eligible to participate and contest in the elections:

Provided that after publication of the election notification but before the date notified for election, if any student, whose name is removed from the KTU portal of the College he/she shall not be eligible to vote in the elections or contest the elections, even if he/she is included in the electoral rolls.

Provided further that the Returning Officer shall be empowered to make any correction, alteration, inclusion or deletion in the electoral roll if requisition for the same is received within twenty four hours of the publication of the electoral rolls and further is satisfied that the correction, alteration, inclusion or deletion is justified.

17. Notification of Election - The Returning Officer shall under the direction from the University notify the election to the College Union in the office of the Returning Officer, simultaneously causing it to be displayed in the College notice boards. The notification shall be issued within 10 (Ten) days



before the date of the Poll. The notification shall contain the programme of the election giving the following details.

- (1) Positions in the College Union to which elections are conducted.
- (2) Date of Notification - Not less than 10 (Ten) clear days before the date fixed for the poll.
- (3) Date of publication of Electoral Roll - Succeeding working day from the date of notification.
- (4) Last date and hour for receipt of nomination - At 2-00 PM with 2 (two) clear working days from the date of notification.
- (5) Scrutiny of nomination - 2.05 PM on the same day fixed for the receipt of nomination.
- (6) Publication of the list of valid nomination - Same day fixed for Scrutiny.
- (7) Withdrawal - At 11.00 AM on the succeeding working day.
- (8) Polling - 10.00 AM to 1.00 PM with 10 (Ten) clear days from the date of publication of the notification of the election.
- (9) Scrutiny and counting of votes - To start from 2.00 PM on the day fixed for the Poll.
- (10) Declaration of results - Within 1 hour of finishing counting of votes.

18. Nomination of Candidates to Contest Elections - Every elector included in the electoral roll may nominate an elector included in the electoral roll to contest the elections to the various positions in the College Union to which elections are conducted provided he/she is otherwise eligible to contest the elections to the respective positions in accordance with these Rule and Regulations as a candidate. Every nomination shall be in the prescribed form (Specimen form shown in Appendix A) and shall be made by the student in writing and shall be proposed and seconded by two other students included in the electoral roll. The nomination paper shall be put in sealed covers and deposited in the box kept for the purpose by the Returning Officer in his office, within the date and hour fixed for filing of nominations. Every elector who has been nominated to contest the elections shall be referred to as a 'candidate' for the elections.



19. Scrutiny of nominations - All nomination papers deposited in the box provided for the purpose shall be scrutinized by the Returning Officer at the hour on the date notified in the election notification. The candidate/s contesting the elections or his/her nominee (one who shall be a student included in the electoral roll) will be permitted to be present at the time of scrutiny of nominations. The Returning Officer shall examine the nomination papers and shall decide on all objections made to any nominations.

20. List of candidates validly nominated - A list of candidates contesting each of the positions in the College Union to which elections are conducted along with their names, semester, course etc. whose nominations have been found valid shall be published by affixing the same in the office of the Returning Officer and the notice boards in the college.

21. Withdrawal of nomination - Any candidate who has filed a nomination may withdraw his nomination by notice in writing signed by him and delivered in person or by his/her authorized representative who shall be one included in the electoral roll, to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final. A candidate who has withdrawn his nomination shall not be eligible for renomination as a candidate for the same election in that academic year.

22. Final List of Candidates - The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates for each positions for which elections are conducted validly nominated showing the names arranged in alphabetical order together with their names, semester, course etc.

23. Declaration of election of validly nominated candidates -

- (i) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected.



- (ii) If the number of candidates validly nominated and withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected; and the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining vacancies).
- (iii) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed in the Rules and Regulations on the date and hour notified in the election notification.

24. Voting – Every elector including the candidates included in the electoral roll shall be entitled to elect a candidate of his/her choice who has been validly nominated for contesting the election by exercising his/her preference by a vote if he/she is otherwise eligible to vote as per the Rules and Regulations in the manner provided herein.

25. Polling - (1) Polling shall be by secret ballot in the prescribed form (Specimen form shown in Appendix B). No vote shall be given by proxy. The date and time of polling shall be as specified in the election notification. For the convenience of electors and for the smooth conduct of the election, the Returning Officer may arrange sufficient number of polling booths. The Returning Officer may also appoint sufficient number of officers and staff of the College to supervise the conduct of elections.

(2) The ballot box sealed or locked (in the presence of the Candidates or their agents if so required by them) shall be placed in a convenient place in the polling booth for voting and depositing the ballot papers through a slit provided in the box.

(3) The Returning Officer or such other officer appointed and authorized by him/her shall ascertain (a) the identity of the elector casting the vote before issue of the ballot paper and (b) that the elector presenting himself/herself to vote has not already voted.



(4) The name of the elector who has voted shall be entered upon the serially numbered counterfoil of the ballot paper and in a ballot paper issue book and got acknowledged by the elector who voted. The ballot paper corresponding to that counterfoil shall then be torn off after fixing the initials of the Returning Officer thereon and handed over to the elector for the purpose of voting and the counterfoil securely kept.

(5) At the time of issuing the ballot paper, the officer authorized by the Returning Officer shall make a mark against the name of the elector in a copy of the electoral roll kept for the purpose and get the signature of the elector against his/her name in the electoral roll.

(6) The elector who received the ballot paper shall then proceed to a place screened from observation by others for marking his/her vote in the ballot paper against the name of the candidate/s of his/her choice and then proceed to the place where the ballot box is placed and deposit the ballot paper in the ballot box.

(7) No elector shall be allowed to enter the place arranged for marking of vote when another elector is exercising his vote and no student shall remain there longer than is necessary for recording his vote.

(8) If any elector is incapacitated to vote due to blindness or other physical reasons, it shall be competent for him/her to record his/her vote by the hand of the Returning Officer or such other officer authorized by him.

(9) The Returning Officer shall seal the slit of the ballot box immediately after polling is over and keep it in safe custody.

26. Procedure on counting - (1) The scrutiny and counting of votes shall be done by the Returning Officer as prescribed in the election notification. The ballot box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer.



(2) No person other than the Returning Officer, the officers and staff appointed by him for the purpose and the candidates shall be present at the time of scrutiny and counting of votes. However, the candidate, with the permission of the Returning Officer may authorize an elector in the electoral roll to represent him/her to be present at the time of scrutiny and counting, in his/her place as his/her authorized representative.

(3) The persons present at the time of scrutiny and counting shall record their presence in the manner determined by the Returning officer.

(4) The persons present at the time of scrutiny and counting shall be present at the time of declaration of results and shall record their presence in the manner determined by the Returning Officer.

27. Ballot Paper when rejected - (1) A ballot paper shall be rejected for the purpose of scrutiny and counting.

(i) If it does not bear the initials of the Returning Officer or the person duly authorized by him/her for the purpose, or

(ii) If an elector records his name or writes any word or makes any mark on it revealing his/her identity, or

(iii) If the vote is recorded thereon by any mark other than thus 'X' against the name of names of the candidate (s), or

(iv) If no vote is recorded thereon, or

(v) If the number of votes recorded thereon exceeds the number of vacancies to be filled, or

(vi) If it is not identifiable or uncertain as to whom vote has been cast, or

(vii) If vote is recorded violating any other law, order, guidelines etc. issued by the Returning Officer in respect of the elections.



(2) Every ballot paper rejected, shall be authenticated by the Returning Officer and such ballot papers kept separately for future purposes, if any, till such time as provided in these Rules and Regulations.

28. **Recounting** - (1) Any candidate or his authorized representative may immediately after completion of the scrutiny and counting request in writing to the Returning Officer to re-scrutiny or recount the votes received by all or any of the candidates and the Returning Officer shall re-scrutiny or recount the same accordingly.

(2) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the correctness of any previous counting:

Provided however that nothing in these Rules and Regulations shall require on the Returning Officer to recount the same votes more than once.

(3) The persons present at the time of scrutiny and counting shall be present at the time of recounting.

29. **Declaration of Results** - (1) The results of the polling shall be declared as prescribed in the election notification.

(2) The candidate/s equal to the number of vacancies to which elections are conducted, receiving the largest number of votes shall be declared duly elected to such vacancies.

(3) If two or more candidates receive an equal number of votes against election to a vacancy, the Returning Officer shall draw a lot with the names of such candidates, and the candidate selected from the lot would be declared duly elected to such vacancy.

(4) The results shall be declared by the Returning Officer on a document in such manner determined by the Returning Officer.



- (5) The persons present at the time of scrutiny, counting and recounting shall be present at the time of declaration of results and record their name and signature on the document containing the declaration of results.
- (6) The document containing the details of the results with the name and signature of the persons present at the time of scrutiny, counting and recounting shall be immediately forwarded to the Registrar of the University under acknowledgement.

30. Complaints Regarding Elections - Complaints regarding the conduct of elections to College Union, if any, shall be made in writing to the Vice Chancellor of the University so as to reach him/her within seven days after the declaration of the results of the election and the Vice Chancellor after causing an enquiry into the Complaint in such manner as deemed fit take an appropriate decision and by Order dispose of the complaint. The decision of the Vice Chancellor on the complaint shall be final.

31. Preservation of Election papers - All papers connected with the conduct of elections to the College Union including electoral rolls, nomination papers, used and unused ballot papers etc. shall be preserved by the Returning Officer in a box locked and sealed in the presence of candidates or their authorized representatives duly recording their presence, for a period of one month after the declaration of the results, or till any complaint regarding the election is disposed of.

32. Code of Conduct for Elections

- (1) The following shall be the general code of conduct for elections to the College Union;
 - i. No person other than a student of the college shall participate in the propaganda, meetings and other gatherings inside the college without the written permission of the Returning Officer.
 - ii. Candidates, their authorized representatives and other students shall not disfigure any class rooms, compound walls and buildings



in the college campus by pasting of posters or writing on the walls as part of their election campaign.

- iii. Election campaign/propaganda in the college campus shall be limited to the issue of pamphlets, display of banners and posters and conducting group meetings.
- iv. Election campaign/propaganda/meetings shall be held in the college campus only during the working hours of the college. Election campaign/propaganda/meetings before or after working hours of the college shall be done only with the sanction of the Returning Officer.
- v. Election campaign/propaganda/meetings/canvassing in the college campus on the day fixed for the poll and till the election results are declared is prohibited.
- vi. Election campaign/propaganda/meetings/canvassing shall be held in a peaceful, co-operative, friendly manner keeping in view the aims and objects of the College Union.

(2) Complaints of violation of the code of conduct shall be given in writing to the Returning Officer who shall dispose of the same on merits.

